Diane,

In case it helps you, here's my take at combining Monica's message re: sending photos to SITL and our message re: sending photos to Flickr.

Please provide photographs of daily activities at the end of each day to: r6harveysitl@epa.gov and door18keep51drift@photos.flickr.com. You can also provide videos (Flickr can accept videos of three minutes or less).

The photos should be action shots of response activities, preferably with EPA insignia clearly visible. As a reminder, please ensure that all personnel in the photos are wearing proper PPE and observing appropriate safety protocols. Also include photos that show the agencies who are in unified command.

The photos and videos will be used by both SITL and PIO (for use in social media, web, and publications)

Instructions:

1. Create a new e-mail to: r6harveysitl@epa.gov and door18keep51drift@photos.flickr.com

2. Attach the photo you'd like to upload to the e-mail.

3. Add a title in the Subject line. Your Subject line will be the title of the photo.

4. Add a description in the body of the email. A description should be a short sentence describing what's happening in the photo in more detail than the title.

5. Add tags in the body of the email. Tags will be how the photos are sorted and searchable. Begin the tags list with "Tags:" (see example below). Separate each tag with commas. If your tag is more than one word, group the words together with quotes (for example: "Corpus Christi", "Hurricane Harvey", FEMA, etc.). Please provide information on who is in the photo, if possible. Every photo should have at least the following information as tags:

    a. Date of the photo (as in 09/01/2017)

    b. State (TX, LA)

    c. Activity (for example, "water sampling", brownfields, equipment, meetings,

Superfund site name, facility name, etc.)

     d.   Any other agencies involved (FEMA, TCEQ, LDEQ, TGLO, etc.).

Note: Every photo attached to the email will have the same title, description and tags. If you have photos requiring different information, send them in separate emails.

Example:

This is where the description of the photo goes. This is a photo of a brownfields site before it was redeveloped.

Tags: brownfields, TX, FEMA, cleanup, "toxic waste"

Remember: Every photo and video that you take while you are deployed is the property of EPA, whether it is taken on your EPA-issued device or your personal device, and must be managed as official records.